



THE CORPORATION OF THE TOWN OF COBOURG

LEGISLATIVE SERVICES DEPARTMENT
VICTORIA HALL
55 KING STREET WEST
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-4301
Toll Free 1-888-972-4301
Fax: (905) 372-7558
www.cobourg.ca

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The Town of Cobourg is working to create more accessibility in the Town by highlighting some of the key features of the Accessibility for Ontarians with Disabilities Act (AODA). There are five (5) standards under the AODA and this information will focus on the Employment Standard.

The Employment Standard under the AODA outlines requirements for recruiting, hiring, and retaining people with disabilities. These do not apply to volunteers and non-paid individuals.

Under the AODA, every employer must:

- Notify the public of the availability of accommodations during the recruitment process, which is typically done in the job posting.
- Notify job applicants, when they are selected for an assessment (interview, testing, etc.), that accommodations are available, upon request.
- Notify successful applicants of the policies for accommodating employees with disabilities when making offers of employment.
- Provide any information that is required to complete the job duties in an accessible format for employees with disabilities.
- Document accommodation and emergency response information for all persons with disabilities.

Accommodations under the law are to the point of **undue hardship**. Organizations covered by the *Ontario Human Rights Code* have a duty to accommodate to the point of undue hardship. Some degree of hardship may be expected – it is only if the hardship is “undue” that the accommodation will not need to be provided.

In many cases, it will not be difficult to accommodate a person’s disability. Accommodation may simply involve making policies, rules, and requirements more flexible. While doing this may involve some administrative inconvenience, this does not factor into undue hardship.

The main considerations are:

- Cost;
- Outside sources of funding, if any, and;
- Health and Safety requirements, if any.

There are many programs, resources, and supports to assist with hiring and working with people with disabilities.

If you have any questions at all, please don’t hesitate to contact our Accessibility Coordinator:

Jamie Kramer, MA, CHRP, CCIP
Coordinator, Accessibility
accessibility@cobourg.ca